

State of California—Health and Human Services Agency  
**Department of Health Services**



Governor

**Lead Instructor Qualifications & Responsibilities**  
**For DHS-Sponsored, Standardized**  
**Child Passenger Safety (CPS) Training**

Host Agency/Course Administrator - Lead Instructor - Instructor Mentor - Co-Instructor

**I. Course Requirements - *Host Agency will coordinate or provide:***

- A designated Course Administrator from the Host Agency (cannot be the Lead Instructor)
- At least two full time CPS Instructors (DHS will pay for 1 instructor per 10 participants)
- A designated CPS Instructor Mentor for any CPS Instructor Candidates
- Minimum class size of 10 participants (registered with SAFE KIDS)
- At least half participant spaces available for open registration
- A participant fee limited to \$250 (*excluding \$60 Safe Kids Certification Fee*)
- Access to training equipment needed for the course (*Ask about: CPS Training Trailers*)
- Community Service Agreement to be completed by participant and employer
- Community service opportunities for new technicians subsequent to the training

<b>II. CPS Instructor Qualifications</b>	<b>Lead Instructor</b>	<b>Instructor Mentor</b>	<b>Co-Instructor</b>
• Current National CPS Instructor Certification	✓	✓	✓
• Minimum # Years National CPS Instructor Certification held	2	2	0
• Minimum # NHTSA Standardized Courses taught	5	5	0
• Strong technical knowledge of issues in CPS course curriculum	✓	✓	✓
• Recent and frequent experience installing/checking car seats	✓	✓	✓
• Able to demonstrate CRS installation in various vehicles	✓	✓	✓
• Engage in activities to maintain CPS skills and knowledge	✓	✓	✓
• Proven presentation and interactive teaching skills	✓	✓	✓
• References available to verify CPS knowledge and experience	✓	✓	✓
• Attended a CPS Technician Refresher Course in past 2 years	✓	✓	✓
• National SAFE KIDS Lead Instructor (Recommended)	✓	✓	
• Able to objectively assess and provide feedback to others	✓	✓	
• Able to coordinate and manage work groups/ instructor team	✓		

### III. CPS Lead Instructor Responsibilities

*CPS Instructors are certified by National Safe Kids to conduct the National Standardized Child Passenger Safety Training Program Curriculum. Please follow current policies and procedures found at the [SAFE KIDS CPS Certification](#) web site. Policies and Procedures found in that manual are updated frequently.*

#### A) Before Class

##### 1. Contact Course Administrator to:

- ☐ Confirm DHS Course Sponsorship (*Instructor stipend, Continuing Education Units*).
- ☐ Assist with identification and recruitment of Instructor Team;
- ☐ Assist with identifying sources of available training equipment and coordinating its' access.
- ☐ Confirm that course logistics are in place (*location, equipment, food, course fee etc.*)
- ☐ Work with Course Administrator to develop **"course announcement letter to students"**.  
*The announcement should include course details such as;*
  - ✓ *Course location (address), course fees, Safe Kids certification fee (and process), course number appropriate dress and inspection location*
  - ✓ *Also include a registration form that can be sent with payment of local course fee; the form and course fee is sent to the administrator.*
- ☐ Provide "masters" for all course paperwork that needs to be reproduced, (*Student agendas/outlines, hands-on activities, skills evaluation forms, & other course handouts*).
- ☐ Coordinate details for safety seat inspection, such as sponsorship, which inspection form will be used, publicity plans; CRS giveaways, supplies etc..
- ☐ Coordinate audio-visual equipment and times for meal delivery.

##### 2. Prepare Instructor Team

- ☐ Contact Instructors - insure that instructor certification is current and that all instructors' applications and resumes for POST are on file with DHS. (*Effective 2/1/05, all Instructors contracting with DHS must have a DHS Instructor Application on file; IF P.O.S.T. credits are to be offered, ALL CPS Instructors teaching the course must have a P.O.S.T. resume on file with DHS*).
- ☐ Contact Instructor Candidate(s) assigned to class; verify they have been approved to teach and have received their instructor guide. *Obtain a copy of the approval letter for your files.*
- ☐ Assign an Instructor Mentor for Instructor Candidate.
- ☐ **Register the Course with SAFE KIDS at least 8 weeks prior to course date.** (*At least half of the course spaces must be designated as OPEN for purposes of registration*)
- ☐ Review entire curriculum content; be prepared to instruct and discuss any sections or modules if assistance is needed.
- ☐ Contact Instructor Team (e.g., Co- Instructors, Instructor Mentors, Instructor Candidates and Lead Technicians) to share all pre-class logistical information.
- ☐ Establish presentation assignments for instructor team and distribute to each team member at least two weeks before class.
- ☐ Set up meeting or teleconference call for Instructor Team and Course Administrator to discuss and finalize logistics (*available through DHS if needed*).
- ☐ Prepare a course agenda/outline and have copies for each student.

**B) During Class**

- ☐ Attend all classroom lectures and hands-on activities.
- ☐ Assist Instructor Mentor with process of observing and providing constructive feedback as it pertains to the Instructor Candidate's delivery of their standardized course modules.
- ☐ Introduce CPS training course (Module B) and instructor team to participants.
- ☐ Re-confirm instructor team assignments to ensure coverage of course content, hands -on activities, equipment and supply inventory, vehicle parking details, inspection details.
- ☐ Monitor Instructor Team performance and interaction; provide constructive feedback as appropriate.
- ☐ Be sure all paperwork is complete with proper signatures: skills evaluation scoring, completed technician log sheets, roster completion, POST & CE's forms are distributed and completed.
- ☐ Oversee each day's debriefing/next day planning with instructor team.
- ☐ Sign off on CRS check forms during inspection event.

**C) After Class**

- ☐ Review course evaluations, skills tests with instructor team.
- ☐ Oversee checkup event data.
- ☐ Complete evaluations of presentations & hands-on activities of instructor candidates in coordination with Instructor Mentors.
- ☐ Compare comments & scores for each Instructor Candidate's Evaluation forms with Instructor Mentors.
- ☐ Review, sign, copy, & return (in coordination with Instructor Mentors) all Instructor Candidate evaluation forms.
- ☐ Distribute DHS Instructor Team Summary and Evaluation Forms to Instructor Team.
- ☐ Debrief with entire instructor team.
- ☐ Send Scantron forms, test booklets, answer booklets, & extra manuals to NSK within **two days** of course completion.
- ☐ Send course materials c/o Ms. Semyrra Hines at DHS:
  - ✓ *Invoice*
  - ✓ *Copies of participant course evaluations*
  - ✓ *DHS Instructor Team Summary & Evaluation Forms (Instructors can send these to DHS separately)*
  - ✓ *Course rosters & evaluations for POST & Nursing Continuing Ed*
  - ✓ *Class roster (roster should include name, agency, address, phone & e-mail address & language fluency)*